

1920

# Additions to the Library, May 1920 Index to Volume III

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## Recommended Citation

Haskins & Sells Bulletin, Vol. 03, no. 06 (1920 June), p. 68

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Effective May 1, 1920, Messrs. J. F. Pflug and E. B. McGuinn have been appointed Assistant Managers of the Chicago Office. The former will be in charge of reports; the latter in charge of tax accounting.

Mr. F. M. McDonnell of the Los Angeles Office has been appointed Assistant Manager, effective May 1, 1920.

Messrs. H. O. Fairlie and A. C. Fullerton have been appointed Assistant Managers of the San Francisco Office, effective June 1, 1920.

### Additions to the Library, May, 1920

**Atwood, Albert W.** Putnam's investment handbook: a stimulus and a guide to financial independence. New York, G. P. Putnam's Sons, (c1919). 375 p.

**Bacon, Raymond Foss, & Hamor, W. A.** The American petroleum industry. 2 v. New York, McGraw-Hill Book Company, Inc., 1916.

**Clapp, John Mantle.** Talking business. New York, The Ronald Press Company, 1920. 526 p. (Language for men of affairs, volume 1.)

**Exporters'** encyclopaedia, containing full and authentic information relative to shipments for every country in the world. Edition 15. New York, Exporters' Encyclopaedia Company, 1920. 1508 p.

**Flemming, Louis A.** Putnam's word book: a practical aid in expressing ideas through the use of an exact and varied vocabulary. Edition 2, revised and enlarged. New York, G. P. Putnam's Sons, 1919. 709 p.

**Guaranty Trust Company of New York.** Foreign financing under the Edge Act, approved December 24, 1919. 40 p.

**Hartman, Harleigh H.** Fair value: the meaning and application of the term "Fair valuation" as used by utility commissions. New York, Houghton Mifflin Company, 1920. 263 p.

**Harvard University. Bureau of Business Research.** Harvard system of stock keeping for shoe retailers. Cambridge, Harvard University Press, 1916. 37 p. (Bulletin No. 7.)

— Operating accounts for retail drug stores. Cambridge, Harvard University Press, 1920. 62 p. (Bulletin No. 16.)

— Operating accounts for retail jewelry stores. Cambridge, Harvard University Press, 1919. 68 p. (Bulletin No. 15.)

**Hollingworth, Harry Levi.** Vocational psychology: its problems and methods. New York, D. Appleton and Company, 1919.

**Jordan, David F.** Jordan on investments. New York, Prentice-Hall, Inc., (c1919).

**Lee, James Melvin, ed.** Business writing. New York, The Ronald Press Company, 1920. 611 p. (Language for men of affairs, volume 2.)

**Moore, James T. M.** American business in world markets: our opportunities and obligations in securing export trade: the plans and purposes

of other nations. New York, George H. Doran Company, (c1919). 320 p.

**National Civic Federation.** Profit sharing by American employees: examples from England, types in France. New York, National Civic Federation, (c1920). 423 p.

**Seashore, Carl Emil.** Psychology in daily life. New York, D. Appleton and Company, 1918. 226 p.

**United States. Bureau of Foreign and Domestic Commerce.** Brazil: a study of economic conditions since 1913, by Arthur H. Redfield. Washington, Government Printing Office, 1920. 99 p. (Miscellaneous Series, No. 86.)

**United States. Bureau of Mines.** A glossary of the mining and mineral industry, by Albert H. Fay. Washington, Government Printing Office, 1920. 754 p.

— Metal-mine accounting, by C. B. Holmes. Washington, Government Printing Office, 1920. 63 p. (Technical Paper 250.)

**United States. Interstate Commerce Commission.** Regulations to govern the destruction of records of telephone, telegraph, and cable companies (including wireless companies). Issue of 1920, effective on January 1, 1920. Washington, Government Printing Office, 1920. 37 p.

— Rules governing the separation of operating expenses between freight service and passenger service on large steam railways. Issue of 1920, effective on January 1, 1920. Washington, Government Printing Office, 1919. 13 p.

**York, Thomas.** Foreign exchange, theory and practice. New York, The Ronald Press Company, 1920. 182 p.

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